

Student Name: _____ ID Number: _____ Email: _____ Graduation Year: _____

Major: _____ Concentration: _____ Minor: _____ Catalog Year: _____

Complete Appropriate Section Below:

TRANSFER CREDIT Authorize the use of transfer units towards Oxy degree.					COUNT FOR: check major, minor or core box below)					
Transfer Institution	Term/Year Taken	Subject/ Course #	# Units		Course Title	MAJOR	MINOR	CORE	Equivalent Oxy course or requirement satisfied	Dept. Chair Signature
			Qtr.	Sem.						

OXY MAJOR/MINOR REQUIREMENT WAIVER OR SUBSTITUTION <small>**no units will be given for a waived requirement. Students may be required to take additional units.</small>						
Major/Minor (e.g. AHVA Minor)	Oxy Major/Minor Requirement (e.g. BIO 343 or 300 level BIO course)	#Units	Requirement Waived (Y/N)	Substituted Oxy Course (subject/course #)	Dept. Chair Signature	

My signature below confirms I have read and understand the policies listed on the reverse side of this form.

➤ Student Signature _____ Date: _____

➤ Advisor Signature _____ Date: _____

➤ Core Dept. Signature (if applicable) _____ Date: _____

➤ Student Progress Committee: Approved Denied Signature: _____ Date: _____

Comments: _____

INSTRUCTIONS AND TRANSFER POLICIES

WAIVE a student from a course requirement (no units given).**

A waiver is used when, based on a student's background, it is decided that a student should be waived from a course and should not have to replace it with a specified course. This is often the case when students place into higher level courses based on placement or AP exams scores. In this case, the student would replace the exempted course with an elective of equal units.

SUBSTITUTE a required major/minor course with a different Oxy course or elective.

A substitution is used when a student is granted permission to substitute one course with another, whether or not the two courses are equivalent in content. For example: A student is required to take three elective courses within their major department, but is approved to take a course outside of the department (ie. Substitute one HIST elective with RELS 242), or a student takes a lower level course in place of an upper division requirement (ie. Substitute 300-level HIST course with HIST 295).

TRANSFER UNITS—authorize the use of transfer units towards Oxy degree.

Students must obtain approval to transfer credit BEFORE taking a course at another institution.

Note: When completing this form, the more detailed course information the better for use by CAPP Degree Evaluation. Transfer courses with no Oxy course equivalent or major/minor/core requirement detail will count only as elective units and will not count towards major/minor core requirements or serve as a prerequisite for a course.

TRANSFER POLICIES

1. Students must petition to transfer credit prior to taking a course elsewhere and must obtain approval from academic advisor, appropriate department chair, and Core department chair (if core credit is desired).
2. Occidental will not accept courses from another institution that is not regionally accredited.
3. Transfer courses taken by current students during the fall or spring semester cannot be courses that are currently offered at Occidental and cannot be used to satisfy a Core requirement. Students desiring to take courses at another institution while attending Oxy cannot exceed the maximum allowable units per semester (normally 18, or 20 if the student's GPA is 3.0 or better).
4. Quarter units are multiplied by .66 to equal semester units. A transfer course worth 3 semester units may satisfy a major/minor/Core requirement.
5. Courses taken on a non-Oxy approved study abroad program during the fall or spring semester will not be accepted, nor will study abroad courses taken while on a leave.
6. A minimum grade of "C" or better is required to receive transfer credit. Transfer course title and grade do not appear on the Oxy transcript and transfer courses do not calculate into the Occidental GPA. Only the institution name and total units transferred appear.
7. Students must request an official transcript to be sent directly to the Occidental Registrar's Office when the course is completed.
8. Students will not receive transfer credit for a course that they received credit for at Oxy.
9. Courses graded Credit/No Credit or Pass/Fail cannot count for major, minor or core requirement. Courses used to satisfy major, minor or core requirements must receive a letter grade.